



# Getting Started with Blackboard for Teachers

<http://blackboard.ksbe.edu>

Blackboard (version 6.1) is a learning management system that allows teachers to create and maintain a virtual classroom environment by providing learners with the opportunity to communicate with their instructors and peers online.

This tutorial covers:

- Blackboard Control Panel
- Content Areas
- Course Tools
- Course Options
- User Management
- Assessment
- Support

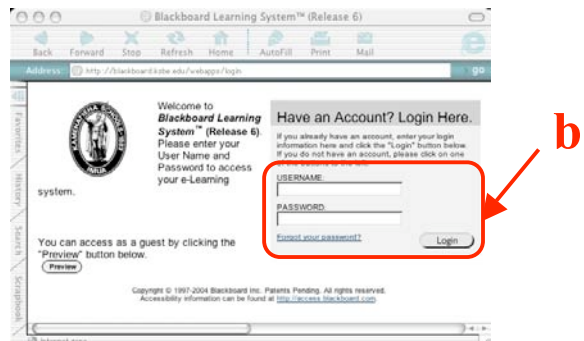
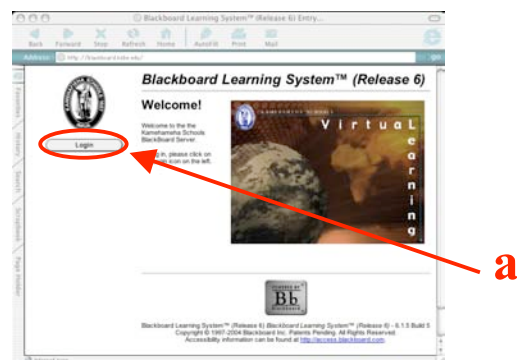
\* Prerequisite: You will need to have a course set up in Blackboard with instructor access. To begin the process of creating a course in Blackboard, please contact Dorothy Hirata: [doso@ksbe.edu](mailto:doso@ksbe.edu), 842-8881.

## Blackboard Control Panel

The **Blackboard control panel** button is only available to users with instructor access. It contains the tools the teacher needs to add, revise, and update the different sections of the course site.

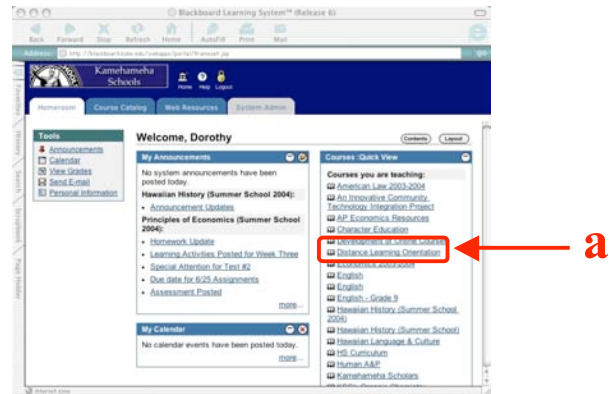
### 1. Log into Blackboard:

- Launch a Web browser and enter the URL for the Kamehameha Schools Blackboard site (<http://blackboard.ksbe.edu>). Click on the **Login** button.
- Enter your **Username** and **Password**. Then press the **Login** button and you will be given access to the course.



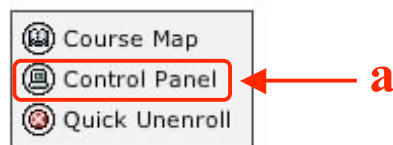
2. Enter your course site:

- a. Click on the **course link** under the “Courses: Quick View” section of the “Homeroom” tab page.

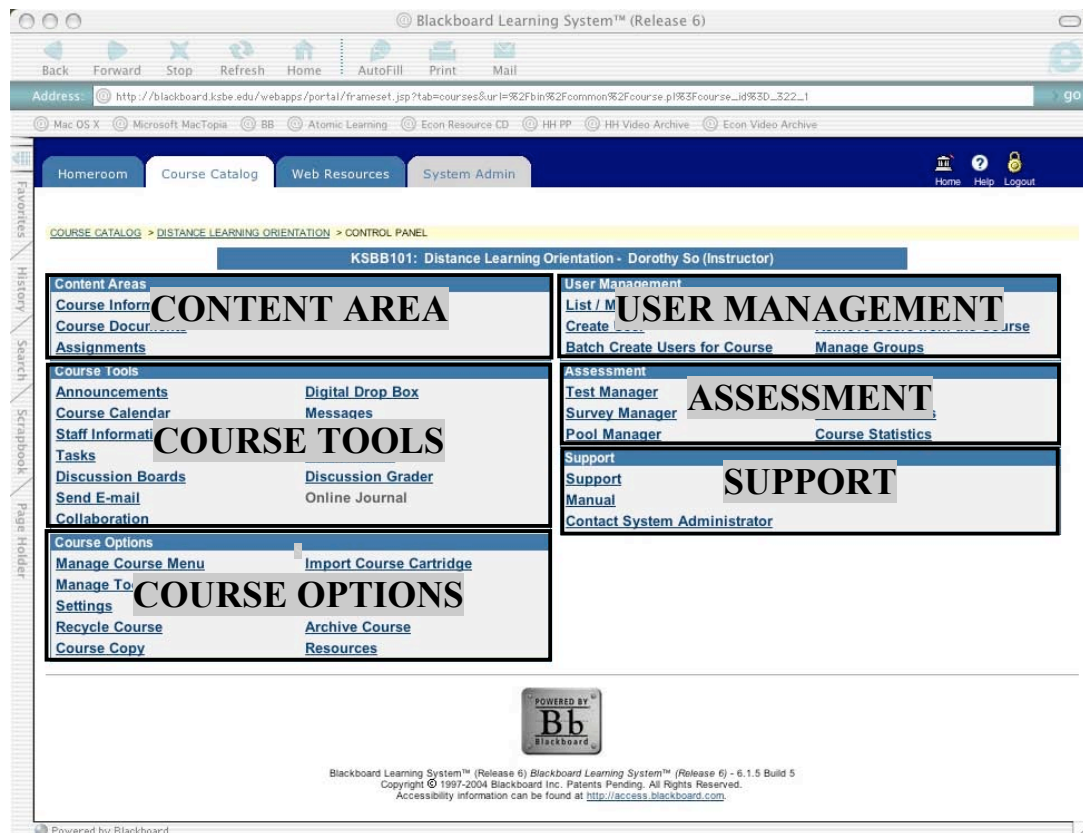


3. Access the Control Panel:

- a. Click on the **Control Panel** icon located below the menu bar.



- b. You should now be able to see the Control Panel. In the following sections, you will be exploring each section individually.

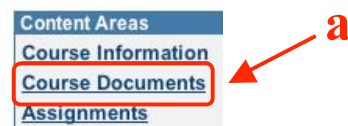


## Content Areas

Instructors can use the tools within the **Content Area** section to post course documents, assignments, external resources, and more.

1. To add **course content**:

- a. Click on the link leading to the area you are going to insert your content. In this instance, I am selecting the “Course Documents” section.

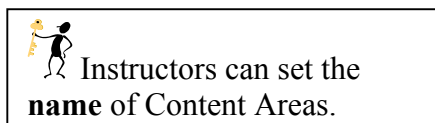


- b. Click on the **Add Item** icon. Another page will appear.

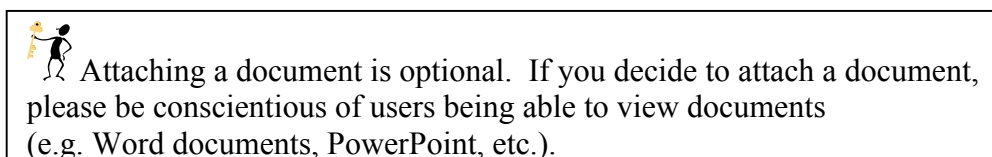


- c. Select a **name** for your content or specify your own name in the box provided.

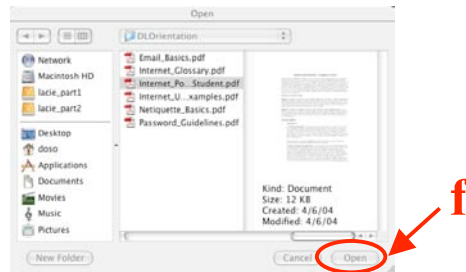
- d. Type in a **description** for your content under the text section.

A screenshot of the 'Content Information' form. It has two main sections. The first section is 'Name:' with a dropdown menu showing 'Course Documents' and 'Internet Policy'. A red box highlights this dropdown, and a red arrow labeled 'c' points to it. The second section is 'Text:' with a large text area containing the text: 'Please take a look at the unacceptable examples of Internet use so that you are aware of the policies. In an online environment, the primary mode of communication is through email, discussion postings, and virtual chat. Before beginning your distance learning course(s), please make sure you take a look at this document.' A red box highlights this text area, and a red arrow labeled 'd' points to it. At the bottom, there are radio buttons for 'Smart Text', 'Plain Text', and 'HTML', and a 'Preview' button.


- e. Attach your content by clicking on the **Browse** button to locate your document.

A screenshot of the 'Content' form. It has a section for 'Files may be attached to the above information. Click the Browse button to select the file to attach from your computer. Also, specify a name of the link to this file.' Below this are three input fields: 'File to Attach:', 'Name of Link to File:', and 'Special Action:'. The 'Browse...' button is circled in red, and a red arrow labeled 'e' points to it. The 'Special Action:' dropdown menu is set to 'Create a link to this file'.

- f. Select your document and click on **Open**. You should be able to see the document file name appear in the “File to Attach” box.



- g. Select your **Options** for displaying the content.

 **Content visibility:**  
 Yes = available to students;  
 No = not available  
**Tracking:**  
 Yes = tracks number of times link was viewed by students;  
 No = does not track students  
**Date restrictions:**  
 Allows the instructor to display content within a specified time period. If you want to display content indefinitely, leave this area unchecked.

**3 Options**

Do you want to make the content visible? ☒ Yes ☐ No

Do you want to add offline content? ☐ Yes ☒ No

Do you want to track number of views? ☒ Yes ☐ No

Do you want to add metadata? ☐ Yes ☒ No

**Choose date restrictions**

☒ Display After  
 Jun 16 2004 08:00 AM

☒ Display Until  
 Jul 26 2004 05:00 PM

- h. Click on **Submit** and **OK** to complete the process.

**4 Submit**

Click "Submit" to finish.  
 Click "Cancel" to abort this process.

**Content Receipt**

Content added:  
 Internet Policy  
 Internet\_Policy\_Student.pdf (10827 Bytes)  
 Please take a look at the unacceptable examples of Internet use so that you are aware of the policies. In an online environment, the primary mode of communication is through email, discussion postings, and virtual chat. Before beginning your distance learning course(s), please make sure you take a look at this document.

2004-07-01 02:43:30 PM

**End Result** →

 **1 Internet Policy**  
 Internet\_Policy\_Student.pdf (10827 Bytes)  
 Please take a look at the unacceptable examples of Internet use so that you are aware of the policies. In an online environment, the primary mode of communication is through email, discussion postings, and virtual chat. Before beginning your distance learning course(s), please make sure you take a look at this document.

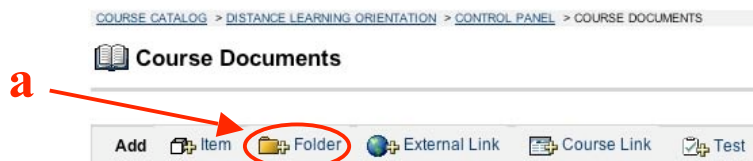




**Folders** within the content area can be used to organize course content (e.g. You have 5 units in your course and each unit has 10 documents. You can separate documents into different folders, one for each unit).

2. To add a **folder** within your Course Content area:


a. Click on the **Add Folder** icon. Another page will appear.



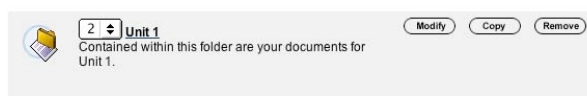
b. Select a **name** for your content or specify your own name in the box provided.

c. Type in a **description** for your folder under the text section.

d. Select your **Options** for displaying your content and click on **Submit** when ready.

 Notice I have left the display check boxes blank. This indicates that the document will be displayed indefinitely until I modify changes.

**End Result** →

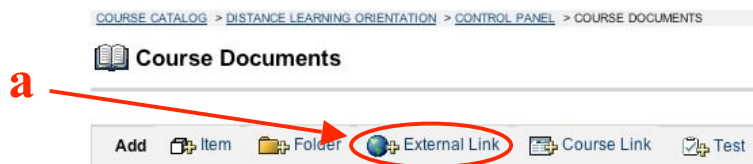




One advantage of Blackboard is the flexibility it allows instructors to link to **external Web sites**, allowing students to remain within one interface while connecting to other sites.

3. To add an **external link** within your Course Content area:

a. Click on the **Add External Link** icon. Another page will appear.



b. Type in a **name** for your external link. Enter the **URL** (web address) of the external site. Type in a **description** for your viewers.

c. Select your **Options** for displaying your content and click on **Submit** when ready.

End Result →

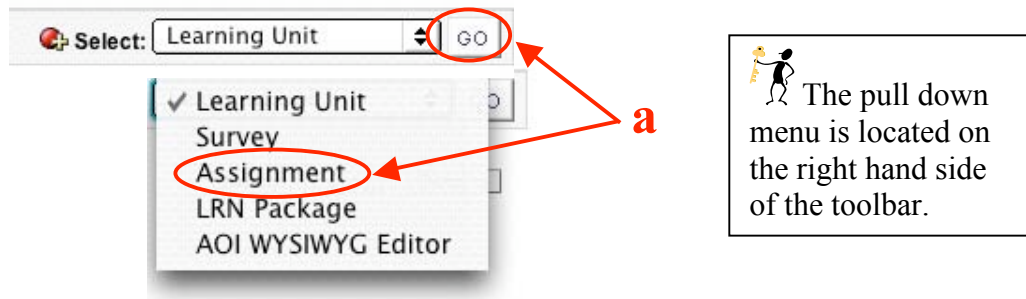




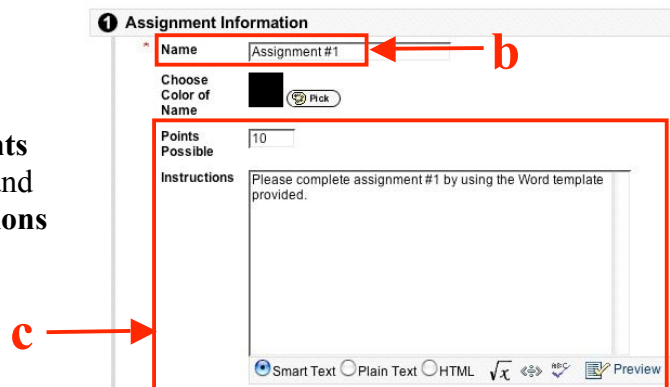
The **Assignments** area allows instructors to post assignments with comments for students to complete. In addition, this function allows students to turn in their assignments. Instructors can then view the assignments and provide grades within the gradebook area.

1. To add an **assignment**:

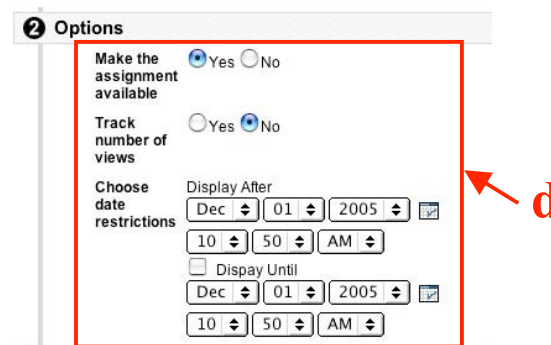
- a. Within your Course Cont area, select **Assignments** from the pull down menu and click on the **Go** button.



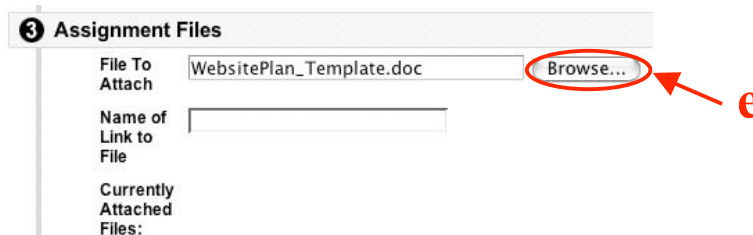
- b. Type in a **name** for your assignment.
- c. Insert the number of **points** the assignment is worth and include specific **instructions** for the assignment.



- d. Select your **Options** for displaying your assignment.



- e. To include an attachment, click Browse to locate your file.



- f. Click **Submit** to complete the process.



**End Result** →



1 Assignment #1  
Please complete assignment #1 by using the Word template provided.  
>> [View/Complete Assignment: Assignment #1](#)

[Modify](#) [Remove](#)

2. To view and grade assignments once they are turned in:

- a. Go to the **Control Panel** area and click on **Gradebook** to access the gradebook.



- b. Locate the **red exclamation point** and click on it. This indicates that a student has turned in their assignment.



- c. Click on **View** to view the assignment.



- d. Grade and provide feedback as necessary for each assignment.

**d** →



For this section, we will not be covering the creation of tests. Tests will be covered in the “Assessment” section. This tutorial focuses on essential components for instructors. For a complete manual, please refer to the “Online Manual” section.






## Course Tools

The **Course Tools** area contains communication and collaboration tools allowing instructors and students to interact with each other. Some tools covered within this section include: Announcements, Course Calendar, Staff Information, Discussion Boards, Sending Email, Collaboration, Digital Drop Box, and Discussion Grader.

2. To add an **announcement** for students within your course:

- a. Click on the **Announcement** link.  
Another page will appear.



- b. Click on the  button. Fill in the **Announcement Information** and select your **Options** of when to display the announcement for your students.

A screenshot of the 'Announcement Information' form. The 'Subject' field contains 'Welcome'. The 'Message' field contains 'Welcome to your distance learning orientation experience. Throughout this week, you will familiarize yourself with Blackboard to gear up for your upcoming distance learning course.' The 'Options' section has 'Always show this announcement on the course's main page' set to 'No'. The 'Display After' date is set to 'Jul 02, 2004' at '08:35 AM'. The 'Display Until' date is set to 'Jul 03, 2004' at '08:35 AM'. A red box highlights the entire form.

- c. Click on **Submit** and **OK** when ready.

A screenshot showing the 'Submit' step and the 'Announcement Receipt' screen. The 'Submit' step has a 'Submit' button circled in red. The 'Announcement Receipt' screen shows the announcement details and an 'OK' button circled in red. A red arrow labeled 'c' points from the 'Submit' button to the 'OK' button.

End Result →

A screenshot of the final announcement display. It shows a header for 'June 25 - July 2, 2004'. Below it, the announcement is displayed with the date 'Fri, Jul 02, 2004 -- Welcome' and the message 'Welcome to your distance learning orientation experience. Throughout this week, you will familiarize yourself with Blackboard to gear up for your upcoming distance learning course.' There are 'Modify' and 'Remove' buttons and the text 'Posted by Dorothy So'.





The **Course Calendar** can be utilized by instructors to post dates and events on the calendar of all students registered in the course.

2. To add an **event** onto the course calendar:

- a. Click on the **Course Calendar** link. Another page will appear.

a

Course Tools

- Announcements
- Course Calendar**
- Staff Information
- Tasks
- Discussion Boards
- Send E-mail
- Collaboration
- Digital Drop Box
- Messages
- Glossary Manager
- Link Checker
- Discussion Grader
- Online Journal

- b. Click on the **Add Event** button. Fill in the **Event Title**, **Event Description**. Select your **Event Time**.

- c. Click **Submit** when you are ready.

1 Event Information

Event Title:

Event Description: (4,000 characters maximum)

Smart Text ☐ Plain Text ☐ HTML

2 Event Time

Event Date: Jul 02 2004

Event Start Time: 10:00 AM

Event End Time: 10:00 AM

3 Submit

Click "Submit" to finish, click "Cancel" to abort this process.

Cancel Submit

- d. Click **OK** to confirm the addition

#### Calendar Receipt

Event Added.

Event Date: July 2, 2004  
 Title: Welcome!!

Fri Jul 2 10:24:01 2004

OK

End Result →

VIEW DAY VIEW WEEK VIEW MONTH VIEW YEAR

July 2004

SUN	MON	TUE	WED	THU	FRI	SAT
				1	<b>Welcome!!</b>	
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OK

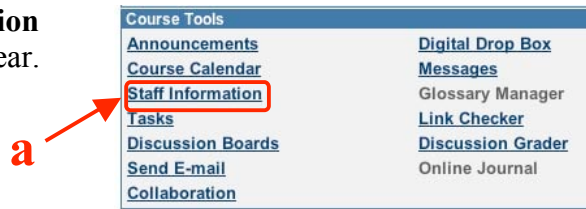




The **Staff Information** page allows instructors to post contact information about themselves, teaching assistants, and guest speakers. Setting up this page will provide students with a resource to look up email addresses, office hours, etc.

2. To add an **instructor profile** into the staff information area:

- a. Click on the **Staff Information** link. Another page will appear.



- b. Click on the  **Profile** button. Fill in your **Profile Information**.

- c. To include your photo (optional), click **Browse** to locate your image file. Include a personal link to your Web page.
- d. Click **Submit** to submit your profile.

**End Result** →

1 Ms. Dorothy So  
E-mail: [doso@ksbe.edu](mailto:doso@ksbe.edu)  
Work phone: 808-842-8881  
Office Location: 1887 Makuakane Street  
Kekelaokalani Bldg., Rm 105  
Honolulu, HI 96817  
Office hours: 7:30 a.m. - 4:30 p.m.  
Personal Link: <http://ksdl.ksbe.edu>



At this point, you are probably already familiar with the **Discussion Board** and **Sending Email** features. The teacher interface and student interface for these functions are very similar. If you would like further instructions, please refer to your “Ins and Outs of Blackboard” handout.



2. To create a **discussion posting** or **send email**:

- a. Click on the **Discussion Boards** or **Send E-mail** links.

a →

Course Tools	
<a href="#">Announcements</a>	<a href="#">Digital Drop Box</a>
<a href="#">Course Calendar</a>	<a href="#">Messages</a>
<a href="#">Staff Information</a>	Glossary Manager
<a href="#">Tasks</a>	<a href="#">Link Checker</a>
<a href="#">Discussion Boards</a>	<a href="#">Discussion Grader</a>
<a href="#">Send E-mail</a>	Online Journal
<a href="#">Collaboration</a>	

The **Collaboration Tools** allow the instructor and students to participate in real time lessons and discussions. This tool could be utilized during virtual group projects. One useful feature is the archive function allowing instructors to easily obtain a transcript of collaboration sessions.



2. To join or archive a **collaboration session**:

- a. Click on the **Collaboration** link.  
Another page will appear.

a →

Course Tools	
<a href="#">Announcements</a>	<a href="#">Digital Drop Box</a>
<a href="#">Course Calendar</a>	<a href="#">Messages</a>
<a href="#">Staff Information</a>	Glossary Manager
<a href="#">Tasks</a>	<a href="#">Link Checker</a>
<a href="#">Discussion Boards</a>	<a href="#">Discussion Grader</a>
<a href="#">Send E-mail</a>	Online Journal
<a href="#">Collaboration</a>	

- b. Click the **Join** button to begin your chat session.

Displaying sessions 1-2 of 2

Session Name	Tool	Start Date	End Date	
Lecture Hall	Virtual Classroom			<a href="#">Join</a> <a href="#">Archives</a> <a href="#">Manage</a> <a href="#">Remove</a>
Office Hours	Lightweight Chat			<a href="#">Join</a> <a href="#">Manage</a> <a href="#">Remove</a>

2 Sessions  
Displaying sessions 1-2

OK

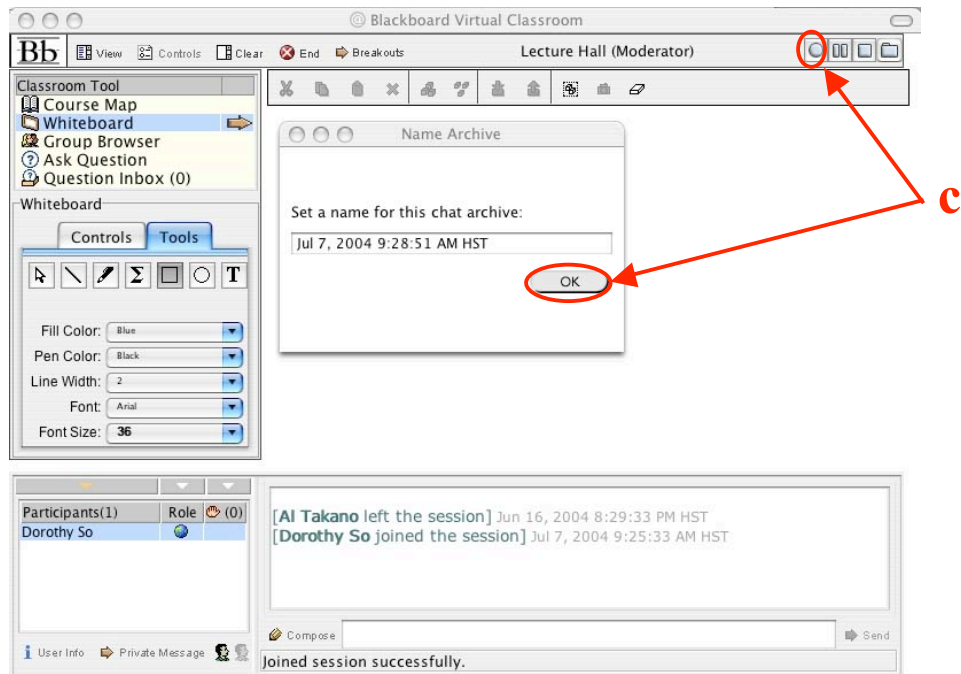
d →




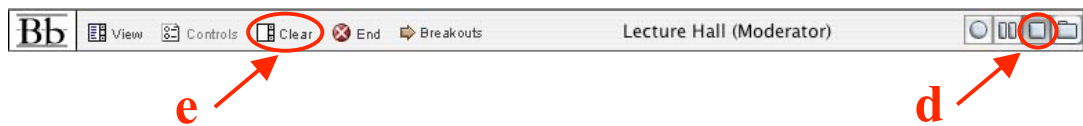
Differences between different chat rooms: **Virtual Classroom** - includes whiteboard and chat area; **Lightweight Chat** - chat area only



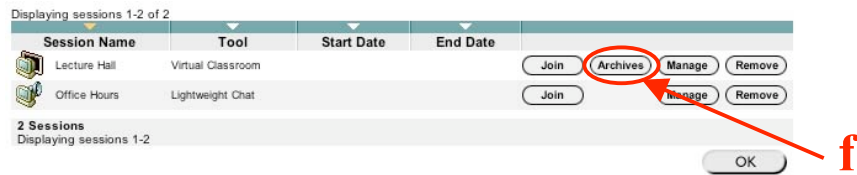
- c. To archive the session, click the  button to **Record** and click **OK**.



- d. Click the  button to **Stop** archiving.
- e. Click the **Clear** button to clear the archive for the next collaboration session.



- f. To view the archives after a recorded session, click on the **Archives** button.



The **Digital Drop Box** is a tool that allows instructors and students to exchange files in an online environment. The teacher interface and student interface for these functions are very similar. If you would like further instructions, please refer to your “Ins and Outs of Blackboard” handout.



2. To access the **digital drop box**:

- a. Click on the **Digital Drop Box** link.



## Course Options

The **Course Options** area allows the instructor to manage all aspects of the course such as the availability and accessibility of a course, appearance of course features, and importing of course content or cartridges from 3rd party vendors.



Since the Blackboard shell has already been created for you, the only feature we will cover below is the **Manage Course Menu** section. This function is used to modify your Blackboard navigation area.

1. To manage your course menu (navigation buttons):

- a. Click on the **Manage Course Menu** link. Another page will appear.

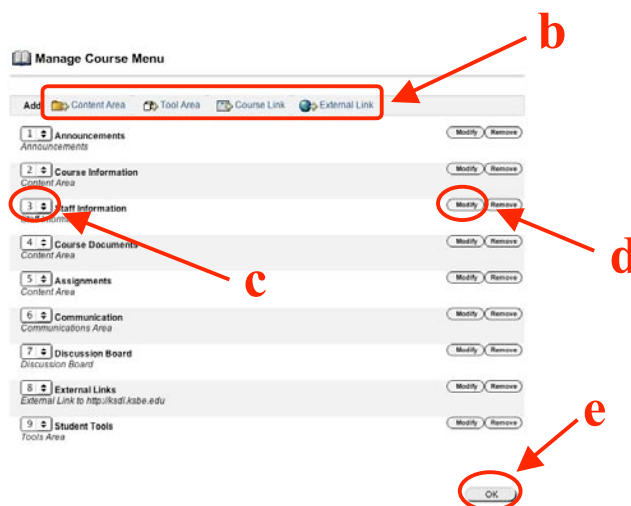


- b. To add a **Content Area**, **Tool Area**, **Content Link**, or **External Link**, click on the appropriate buttons.

- c. To change the order of the course menu, click on the pull down menu and select the **appropriate number**.

- d. To modify a course menu item, click on **Modify**.

- e. Click **OK** when you are ready to move on.





## User Management

The **User Management** area allows the instructor to manage students enrolled in the course. Instructors may add and drop individuals, create new users, or create groups of users for virtual group projects.



For each course, the administrators will take care of student enrollment for each course. You will not have to worry about creating new users or adding individuals to the course.

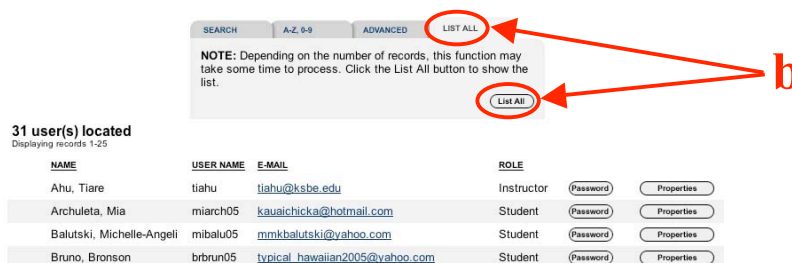
1. To **list students** enrolled in the course:

- a. Click on the **List / Modify Users** link. Another page will appear.



- b. Click on the **List All** tab and the **List All** button. All students enrolled in your course will be listed below.

### List / Modify Users



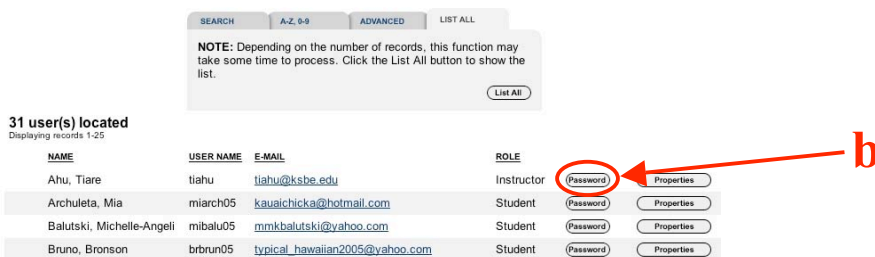
2. To **change and reset password** for students:

- a. Click on the **List / Modify Users** link.



- b. Click on the **Password** button.

### List / Modify Users



- c. Type a new **password** and **verify** it. Click **Submit** and **OK** to complete the process.

**1 Change Password for tiahu**  
Complete this form to change the password for user tiahu.

\* Password   
\* Verify Password

**2 Submit**  
\* Required Field  
Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit

3. To create and manage **virtual groups**:

- a. Click on the **Manage Groups** link. Another page will appear.

User Management  
List / Modify Users    Enroll User  
Create User    Remove Users from the Course  
Batch Create Users for Course    **Manage Groups**

- b. Click on the  Add Group button.

- c. Fill in your **Group Information**.

- d. Select your **Group Options**. These options will provide a separate area for each group to communicate and work with each other.

- e. Click on **Submit** to finish adding a group.

**1 Main Group Information**  
Group name:   
Description:   
Smart Text Plain Text HTML  $\sqrt{x}$   $\leftrightarrow$  ABC Preview

**2 Group Options**  
☒ Enable Group Discussion Board Function  
☒ Enable Group Virtual Classroom Function  
☒ Enable Group File Exchange Function  
☒ Enable Group E-mail Function  
Make group visible now: ☒ Yes ☐ No

**3 Submit**  
Click "Submit" to finish. Click "Cancel" to end this process and return to the top of Manage Groups.

Cancel Submit

- f. Click on **Modify** to manage groups.

Group 1  
This group will work on the technology project.  
Group File Exchange : Group Discussion Board : Group Virtual Classroom : Group Email :

Modify Remove

OK



- g. Click on **Add Users to Group** to add group members to the selected group.

► [Group Properties](#)  
Set options for this group.

► [Add Users To Group](#) ← **a**  
Enroll users in this group.

► [List Users In Group](#)  
List all the users in this group.

- h. Select the **List All** tab and click on the **List All** button.

SEARCH A-Z, 0-9 **List All** ← **h**

NOTE: Depending on the number of records, this function may take some time to process. Click the List All button to show the list.

**List All** ← **h**

- i. Select the **students** you would like to add to a particular group.

**31 user(s) located**  
Displaying records 1-25

ADD	NAME	USER NAME	E-MAIL	ROLE
<input type="checkbox"/>	Ahu, Tiare	tiahu	tiahu@ksbe.edu	Instructor
<input checked="" type="checkbox"/>	Archuleta, Mia	miarch05	kauaichicka@hotmail.com	Student
<input type="checkbox"/>	Balutski, Michelle-Angeli	mibalu05	mmkbalutski@yahoo.com	Student
<input checked="" type="checkbox"/>	Brown, Bronson	brbrown05	typical_hawaiian2005@yahoo.com	Student
<input checked="" type="checkbox"/>	Bryant, Tracy	trbrya05	05trbrya@ksbe.edu	Student

← **i**

- j. Click **Submit** when you are done with your selections.

## Assessment

The **Assessment** area allows the instructor to create tests or surveys, input student grades, and access student course statistics.

1. To create a test:

- a. Click on the **Test Manager** link. Another page will appear.

**Assessment**

**Test Manager** ← **a** [Gradebook](#)

[Survey Manager](#) [Gradebook Views](#)

[Pool Manager](#) [Course Statistics](#)


- b. Click on the  **Add Test** button to start setting up your test.


- c. Insert your **test name**, **description**, and **instructions**.

- d. Click on **Submit** when you are ready to move on.


**Test Info**

Name: Chapter 1 Test

Description: 

Instructions: 

Smart Text Plain Text HTML  Preview

Smart Text Plain Text HTML  Preview

**Submit** ← **d**

Click "Submit" to finish. Click "Cancel" to abort this process.

Cancel **Submit** ← **d**



## 2. To insert a question:

- Use the **Add Question** pull down menu to select the type of question you would like to insert. Click on **Go** to insert the question.


**Add Question:** Multiple Choice **GO** **Creation Settings**

**Name:** Chapter 1 Test  
**Description:**  
**Instructions:**

Choose a question type from the "Add Question" dropdown menu and click "GO".

**Add Question:** ☒ Multiple Choice  
☐ True/False  
☐ Multiple Answer  
☐ Ordering  
☐ Matching  
☐ Fill in the Blank  
☐ Essay  
☐ Random Block  
☐ From a Question Pool or Assessment  
☐ Upload Questions

- Depending on the type of question you select, you will be prompted to insert the appropriate information.

 Don't forget to insert a point value for your question.

**Multiple Choice Question**

**Question Text:** A chart that describes the creation of the universe was called

**Points:** 1

**Answers:** Select the number of possible answers. Set in the fields with possible answers, and select the response.

**Number of Answers:** 4

**Answers:**

☐ Answer 1: Hau Kū Lani

☐ Answer 2: Alo Kū Lani

☐ Answer 3: Alo Kū Lani

☐ Answer 4: Kūmūgo

**End Result** →

**Question 5** Multiple Choice 1 points

**Question:** The concept that a society or country taking control of another in order to expand its empire is

**Answer:**

☐ isolationism

☐ imperialism

☒ imperialism

☐ manifest destiny

**Question 6** Multiple Choice 1 points

**Question:** A chart that describes the creation of the universe was called

**Answer:**

☐ Hau Kū Lani

☐ Alo Kū Lani

☐ Alo Kū Lani

☒ Kūmūgo

**Question 7** Multiple Choice 1 points

**Question:** To the Hawaiians, this also represented "the spirit of the dead".

**Answer:**

☐ Lono

☐ Ku

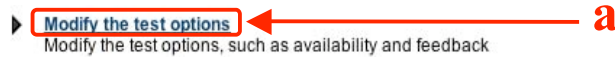
☐ Kāne

☒ Kū



3. To **modify test options**:

- a. Click on **Modify the Test Options** link.



- b. Under the **Test Availability** section, your options include setting the test time limit, length of time test is available to students, and a password protection option.

- c. The **Test Feedback** section allows you to choose the amount of feedback you would like displayed to your students after they complete the test.

- d. The **Test Presentation** section gives the instructor options of displaying all test questions at one time or questions individually. Questions can also be displayed to students randomly.

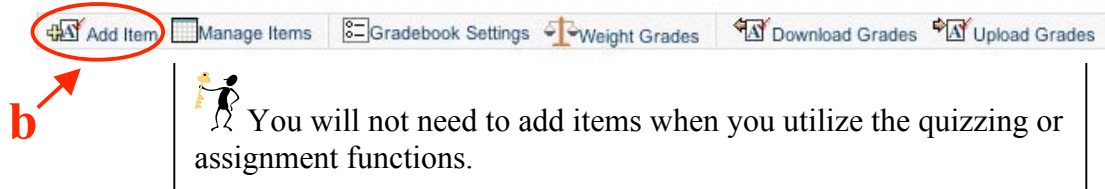
The **Gradebook** area allows the instructor to view, modify, download and upload student grades.

1. To **add an item** in the grade column:

- a. Click on the **Gradebook** link in the Control Panel area.



- b. Click on the **Add Item** button.



- c. Type in grade item **name**, select a **category**, and include a short **description**.

**1 Item Information**

\* Item Name: 1  
 Category: Assignment  
 Description: Assignment #1

Date: Nov 15 2005  
 Points Possible: 10  
 Display As: Score

**2 Options**

Select **No** for the first option to make this Gradebook item unavailable in the Student Gradebook. Select **No** for the second option to exclude this Gradebook item from summary calculations. Gradebook items excluded from summary calculations are also excluded from weighting. Also note that if some weighted items are included in calculations and other weighted items are not, grade weight calculations will be skewed.

Make item available to users: ☒ Yes ☐ No  
 Include item in Gradebook score calculations: ☒ Yes ☐ No

**3 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

\* Required Field

Cancel Submit

- d. Select the **option** of making item available to users or not. Also indicate whether or not you would like to include the item in gradebook score calculations.
- e. Click **Submit** and **OK** to complete the process.

## 2. To **download grades**:

- a. Click on the **Download Grades** button.



- b. Select **Comma** or **Tab** delimiter and click **Submit** to download grades.

**1 Select Delimiter**

Select the delimiter type for the downloaded file

Delimiter Type: ☒ Comma ☐ Tab

**2 Submit**

Click **Submit** to finish. Click **Cancel** to quit.

Cancel Submit



The delimiter type helps indicate to the software you bring your file into determine column separations in the spreadsheet.

- c. Your grades should be downloaded onto your desktop. Bring file into Microsoft Excel or any other spreadsheet program to view.





## **Support**

The **Support** area allows the instructor to research the online support site, view the instructor manual, or contact the system administrator. Simply click on the appropriate links and you will be led to a variety of resources.



## **Additional Questions**

If you have additional questions, please contact Dorothy So: 842-8881 or doso@ksbe.edu. Once you get started with Blackboard, there are additional animated tutorials available from the Virtual Strategies/Distance Learning Departmental Web Site: <http://ksdl.ksbe.edu>.

\*Note: Instructors currently do not have the capability of creating **new** Blackboard users. This helps prevent duplicate BB accounts for one user. If a user is already enrolled in Blackboard, you may utilize the “Enroll User” function within your control panel to enroll them into your course.

